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20 June 1983

MEMORANDUM FOR: C/I&AB

25X1   FROM:
[ ]
C/HRPS

SUBJECT: New Report Request

I.   It is requested that a new report be created for monthly distribution to HRPS. The report should be entitled "Current CT Requirements" and should include the following data:

a. OPS OFF REQUIREMENTS: This should consist of a total count of all Agency positions allocated under the occupational codes 90.01, 90.02, 90.03, 136.01, 136.05, and 136.08.

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c. UNALLOCATED REQUIREMENTS: This will consist of the portion of unallocated DDO ceiling that is scheduled for allocation as OPS Off Positions. This number (to be initially established as zero) will be provided and adjusted by HRPS based upon budgetary data.   -25X1

e. ADDITIONAL OPS REQUIREMENTS: This will consist of a total count of all positions, in addition to paragraph d, that are not in the operational occupational code series that are occupied by employees that are in the operational occupational code series (90.01, 90.02, 90.03, 136.01, 136.05, and 136.08).

f. REDUCED OPS REQUIREMENTS: This will consist of a total count of all positions in the operational occupational code series (90.01, 90.02, 90.03, 136.01, 136.05, and 136.08) that are occupied by employees that are not in the operational occupational code series.   25X1

g.   OPS OFF RESOURCES: This should consist of a total count of all Agency employees assigned the occupational codes 90.01, 90.02, 90.03, 136.01, 136.05, and 136.08.

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i.   OPS RELATED RESOURCES: This will consist of the number of employees in occupational code series 303.12, 344.01, 1045.01, and 1045.04 in the "D" Career Service, who exceed the number of "D" Career Service positions allocated under the same   25X1 occupational code series.

II.   The remaining data item in the report can be defined as "Current CT Requirements".   It should be derived by manipulating the previous subparagraphs as follows: a – b + c + d + e – f – g – h + i + j = Current CT Requirements.   Please contact me for any additional clarification required in formatting the requested report.

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(20JUNE1983)

Distribution:
Original & 1 – Addressee
             1 – Chrono
             1 – DDO Projects
             1 – Stayback